

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **MANAGEMENT TRAINEE**

##### **DEFINITION:**

Under immediate supervision, to participate in an entry level professional training program in administrative analysis, community development, crime analysis and research, data systems management, organizational effectiveness, personnel or real estate; and to perform related duties as assigned.

##### **\* EXAMPLES OF DUTIES:**

###### **In administrative analysis work:**

- Studies organizational problems and administrative procedures and makes recommendations;
- Assists in preparing and analyzing budget requests;
- Designs and revises forms;
- Compiles and interprets statistics;
- Assists in conducting budgetary, fiscal and organizational studies of average difficulty.

###### **In community development specialist work:**

- Obtains and assists in evaluating information affecting community development programs;
- Assists in and develops surveys and collects data;
- Assists in developing projects of limited size for implementation.

###### **In crime analysis work:**

- Conducts research;
- Presents law enforcement data in both oral and written forms;
- Acts as a liaison between staff and the community on community development programs.

###### **In data systems management work:**

- Assists in the development, testing, implementation and modification of department information systems;
- Provides hardware/software technical support to end users in the day-to-day operation of systems.

###### **In organizational development work:**

- Assists in planning and conducting City-wide programs in organizational effectiveness, supervision and management, human and labor relations.

###### **In personnel analysis work:**

- Prepares examination announcements and test items;
- Assists in conducting classification and salary studies;
- Reviews and evaluates applications;
- Interviews and rates candidates.

###### **In real estate work:**

- Assists in the appraisal, valuation, acquisition, management, marketing or sales of real property.

###### **In all positions:**

- Prepares reports and correspondence, analyzes operating manuals, and performs more difficult work as assigned.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units). Relevant professional experience may be substituted for education lacked on a year-for-year basis.

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.